

Chapter Six

COMMUNITY SERVICE INITIATIVES

**FEDERAL
LEVERAGING
EDUCATIONAL
ASSISTANCE
PARTNERSHIP
(LEAP) PROGRAM**

The federal Leveraging Educational Assistance Partnership (LEAP) program and Supplemental Leveraging Educational Assistance Partnership (SLEAP) program (federal catalog number CFDA 84.069A) regulations encourage states to spend a portion of the funds on community service learning job initiatives employing SWS eligible students. For reporting purposes, institutions will receive notice from the HECB when these federal funds are a part of their expenditure. Generally, the state reports these on behalf of public institutions. Independent institutions report these directly to the federal government.

**WASHINGTON
STATE
RESPONSE**

The Washington State Legislature responded to this challenge by passing Senate Resolution 1988-8735, requesting that the HECB establish community service outreach programs using existing SWS funds and federally-funded LEAP funds. In 1994, the Legislature acted to revise the SWS statute to further encourage community service placements.

**DEFINITION FOR
COMMUNITY
SERVICE
PLACEMENTS
WAC 250-40-030 (10)**

Off-campus community service placements shall include direct service, planning or applied research designed to improve the quality of life for residents of the community served, particularly low income residents in such fields as health care, child care, education, literacy training, welfare, social services, public safety, crime prevention and control, transportation, recreation, housing and neighborhood improvement, rural development, and community improvement. Placements are identified by an institution through formal or informal consultation with local nonprofit, governmental, and community based organizations.

REIMBURSEMENT OPTIONS

There are several options designed to encourage the placement of students in community service. These options include:

1. An 80 percent reimbursement rate for off-campus community service positions meeting the definition;
2. A 100 percent reimbursement rate for certain off-campus employers in selected circumstances;
3. Selection in a competitive process for funding of a community service project.

80 Percent Reimbursement Rate

This option can be used within the current regular SWS allocation. Using the option, the institution can extend a higher rate of reimbursement to off-campus employers for community service placements. Instead of the normal 65 percent maximum reimbursement, an 80 percent reimbursement can be extended. As in any other placements, the reimbursement rate applies only to wages. Employer share of employee benefits remain the responsibility of the employer.

100 Percent Reimbursement Rate

This option may be used within the current SWS allocation. Using this option, the institution may reimburse 100 percent for eligible community service placements with off-campus, private, non-profit community service organizations that, in the judgment of the aid administrator, need the financial assistance and can provide an otherwise strong student placement. The employer share of employee benefits is the responsibility of the employer. Both in the case of the 80 percent and the 100 percent options. **Extending these higher rates of reimbursement means the program appropriation serves fewer students.** Please use this option judiciously and negotiate or explore other options for these employers to eventually participate at the regular 65 percent reimbursement level.

Community Service Projects

This opportunity generates funding in addition to the current SWS allocation. In the competitive process, the HECB releases a request for proposal (RFP). Institutions respond to the RFP with proposed projects designed to focus SWS students on a particular community need. Selected projects receive funding in combination of SWS and LEAP dollars, for wages allowing 100% employer reimbursement and a small administrative grant. Regular progress reports are required and additional year-end detailed reports are required so money can be correctly attributed.

Job Descriptions

Independent institutions follow the same procedures for Community Services Project placements for reimbursement options as is done for regular SWS Community Service placements, with **two exceptions**:

1. For **regular** SWS Community Service placements please use the **600-699 position numbers**, as they are unique to the 80 and 100 percent reimbursement rates.
2. For Community Service **Project** placements, please use the **800-899 position numbers**, with the addition of using the special funding source, by placing CSP on line 16 of the job description form. A unique position number matched to a correctly completed time sheet ensures a correct employer reimbursement.

Public Institutions, such as independent institutions, should develop a procedure to internally code the 80 percent, 100 percent, or community services project reimbursement rates in order to correctly reimburse their placements within the regular SWS allocation.

GEAR UP

Program Purpose

The Gaining Early Awareness and Readiness for Undergraduate Program or (GEAR UP) program helps low-income disadvantaged students, starting in seventh grade, prepare for and succeed in higher education. The Washington State GEAR UP project has been awarded a new six year grant.

Program History Scholars Projects GEAR UP

Congress created GEAR UP in 1998. The program evolved from an earlier program called the National Early Intervention and Scholarship Program.

Scholars Project & SWS Partnership

There are two types of GEAR UP Projects within the state of Washington.

- **Scholars Projects** are administered by the HECB with selected school districts.

- **Local Partnerships Projects** are administered by community agencies and are not directly associated with the HECB.

The HECB reserves a portion of SWS funding to help pay college students who tutor, mentor and work the Scholars Project. For institutions making these placements, additional funds are made available.

GEAR UP Request for Proposal Process

This year the SWS program is again working with the HECB Washington State GEAR UP Scholars Project program to offer an opportunity which generates a funding source in addition to the current SWS allocation.

The Directors of the 12 Washington State GEAR UP Scholars Projects in 16 school districts will be asked to contact colleges to seek direct partners for supplying SWS students. To assist this process a memorandum will be released to the colleges with an attachment that lists potential matches between GEAR UP Scholars Project sites and SWS eligible institutions.

Selected school districts will receive up to \$15,000 in combination of SWS and LEAP funds, allowing for 100% wage reimbursement. If your institution collaborates with GEAR UP Scholars Project site there is an optional administrative grant. Please contact SWS staff for more information.

Special SWS Allocation & Special rules

The HECB enters into contracts to provide GEAR UP services through local school districts. These contracts result in “Scholars Projects.”

Scholars Projects sites contract and advertise like any other SWS employer.

Scholars Project contractors will mail job descriptions to the institutions from which they are interested in recruiting students. The reimbursement rate is set at 80 percent.

As placements are made, funds are transferred from the HECB GEAR UP SWS reserve to the institution. The funds are in addition to the regular SWS funds and are tracked separately.

The reserved amount appears on the SWS Award Letter as a separate reserve titled “GEAR UP”. This is similar to how

special funding is currently handled for community service projects and allows the institution to operate its packaging and monitoring systems as it does for other funds.

Over time it is expected an initial reserve of this funding for schools with students regularly participating will be established. Funding for these Scholars Projects, however, is “year-to-year” and is not expected to become part of the institution’s permanent base.

In processing employer reimbursements, schools follow normal procedures with two exceptions:

1. Public institutions draw cash under the “GEAR UP” category on the Cash Request form.
2. Independent institutions are asked to assign the following unique position numbers so the source of the funding to pay the reimbursement is distinguished from their regular SWS funding:
 - 750 Tutor
 - 751 Lead Tutor
 - 752 Office Assistant
3. Independent institutions are asked to write on line 16 of the job description form titled Special Funding Source: **GEAR UP**.

HECB SCHOLARS PROJECT SITES

For more information about HECB scholars project sites please contact Susan St. George, Program Associate for the GEAR UP program.

NON-HECB LOCAL GEAR UP PARTNERSHIP PROJECTS

It is important to distinguish placements in **Local Partnership Projects, do not have access to this special SWS funding.** SWS placements for Local Partnership Projects must be made using the regular SWS allocation.

A list of the new **Local Partnerships**, [is on the following page:](#)

Central Washington University
Julie Grinolds
400 E University Way
Ellensburg, WA. 98926-7510
Phone: (509) 963-2640
Fax: (509) 963-1799
Email: grinoldj@cwu.edu

Central Washington University
Beverly Vifian, Director
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Ellensburg, WA. 98926-7510
Phone: (509) 963-1253
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Eastern Washington University
Valerie Appleton, Dean College of Education & Human
Development
210 Showalter Hall
Cheney, WA. 99004-2444

The Evergreen State College
Dr. Kathe Taylor
2700 Evergreen Parkway
Olympia, WA. 98505
Phone: (360) 867-5136
Fax: (360) 867-5802
Email: kathet@evergreen.edu

University of Washington
Louetta Johnson, Project Director
1100 NE 45th Street
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Seattle, WA. 98105
Phone: (509) 865-8677
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University of Washington
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Washington State University
Genoveva Morales Ledesma,
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Wenatchee School District
Carolyn Griffin-Bugert, Director
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Yakima School District #7
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